

Pencaitland Primary School PTA

Scottish Charitable Incorporated Organisation

Scottish Charity Number: SC042585

Minutes of Meeting

12th September 2012

1. Attendance and apologies

Attendees

Charlotte Taylor (Chair)

Celia Dean (Treasurer)

Mat Ford (Secretary)

Marie Campbell (Teacher representative)

Fiona McCartney (Teacher representative)

Janis Ward

Ian Archer

Tim Neighbour

Gillian Coghlan

Viv Smith

Pam Cunningham

Gill Sinton

Apologies were received from Mandy Ramsay, Alison Mells, Lisa Davie, Sean Ramsay, Sophie Stein

2. Down to business! Brief recap of spending aims for the year as agreed at AGM - Celia

Celia recapped spending plans from the previous meeting. Total spending plans account for approximately £6,000. We currently have around £5,000 in the bank. We have made fundraising projections, but they are naturally a bit of a guesstimate. Assuming things go more or less to plan we'll easily have enough money to cover existing commitments, and more besides.

Charlotte mentioned she had spoken with the Parent Council about organising a readathon. Dunbar Grammar raised £10,000 with 4 times as many children so this gives an indication of the fundraising potential of such an activity. This is planned for the week prior to the fireworks. We would look to local businesses to sponsor prizes. The PTA may consider making a donation although there is no expectation of this currently.

Mat to explore bmycharity as an option for organising online sponsorship forms and giftaid management for this event.

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The committee discussed ongoing spending projects. It was agreed that funds are available now for purchase of the additional netbooks. The school was asked to go ahead and organise this and send the PTA the bill.

After discussion concerning colours for the refurbished infant library area it was agreed that the teacher reps will let Charlotte know what they'd like.

3. Fundraising options and plans for this year and sub groups.

Regarding the Fun Run, Ms. Wright (P4 teacher) has contacts that could help with organising timing.

The committee discussed the risks associated with having two sponsored events in one year (sponsored walks and readathon) in terms of 'donor fatigue' and agreed that this year we would skip the sponsored walks and replace with the readathon. The teacher reps noted that the children will have lots of opportunities to get out into the woods as part of existing planned activities for outdoor learning.

Gill Coghlan volunteered to join the Spring Fayre sub-committee. Pam offered to join the Fun Run committee.

New ideas: Natasha suggested she had some fundraising ideas, but this was a while ago - Celia agreed to ask her.

Gill Sinton offered to check with the Playgroup committee whether they were planning to organise a Beetle Drive.

Fiona suggested a pamper night, and the committee also discussed organising a school disco or a quiz night.

4. FIREWORKS - Ian

Ian presented an outline of the fireworks sub-committee planning to date. The poster for this year's event has been completed. The committee discussed things to improve on from last year. It was agreed to keep the prices the same as in 2011. The committee took a vote on the question of spending £500 more on fireworks than in 2011, which was passed. Selling tickets in playground will increase pre-sales which is important in case the weather turns out to be inclement. Getting some larger posters will help with publicity at major road junctions etc. Ms. McCartney suggested we have tickets ready to sell at parents' night.

5. CALENDAR - Janis

Janis outlined plans for the 2012 calendar, which are basically to keep everything the same as last year but with a new theme. The committee discussed some potential themes such as Best of Britain, or Recipes. Ideally the artwork from the school will be completed by the October break. The quilt that was recently contributed to by all classes could provide a source of artwork for the calendar.

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Ms. McCartney offered to provide feedback from the staff meeting next Tuesday. Janis is looking for additional members of the calendar sub-committee. It would be good if Janis can find someone new to involve, allowing her to move on if she wants to.

Ms. McCartney volunteered to co-ordinate the artwork input to the calendar from the school. Input needs to be scanned. The school has an A3 scanner. The committee agreed to keep calendar prices the same as last year - 3 for £10, one for £4.

6. Any other business

Mat solicited suggestions for a main event for the Spring Fayre in 2013. Gill Sinton suggested a dog display team (police sniffer dogs) - Ian ? has contacts. Mat will contact the bike display folks from Haddington to see if they'll let us know of dates they know they could make.

Viv and Janis agreed to organise Xmas presents again this year. The budget for this is £250.

7. Dates of next meetings and fundraisers for the year – bring your diary!

Date of next PTA meeting: Monday 22nd October - 7.30pm - Winton Arms.

Fireworks: Saturday 3rd November

Fun Run: 16th March or 13th April, depending on availability of Winton Estate.

Spring Fayre: Provisionally 25th May